

The following changes in OD master contract processes - Effective July 1, 2009:

Process/Policy	Change or Impact
DOP maintains a pool of qualified Organizational Development consultant contractors.	No change.
DOP works with client agencies to develop an appropriate statement of work based on client's business need.	No change.
DOP will refer <i>all</i> relevant contractors based on client agency's statement of work and contractor expertise. This allows agencies greater access to a wider variety of consultant choices Documentation will be provided in the form of an activity report.	DOP will ensure there is a current Customer Services Agreement (CSA) on file for the requesting agency. DOP will no longer select only six contractors to refer, thus giving agencies more choice and more access.
Client agency will review and select the contractor best suited to their business needs and inform DOP.	Upon request, DOP can provide any performance evaluation data on file for one or several contractors under consideration.
Client agency will complete the activity report, the work order, and any amendments, and send the Activity Report and a copy of the work order to DOP.	DOP will no longer complete work orders and amendments. An agency can continue to amend the work order without waiting for DOP to process every change request. This will result in faster turnaround time for the agency.
DOP has stopped processing work orders, amendments or contractor invoices as of July 1, 2009.	Client agencies will be responsible for managing work orders, amendments and contractor invoices. This will result in faster turn-around time for the agency and the contractor.
Client agency will inform DOP when the work has been completed and send a final version of the activity report indicating the final amount of the total work order(s). The previous administrative fee of a flat 6% rate (on the total work order) payable to DOP has been reduced. New fees are based on the amount of the work order. See below.	DOP will bill the client agency for administrative services related to master contract maintenance and statement of work consultation. Fees are based on the amount of the work order. DOP will no longer bill contractors. <i>Agencies may negotiate fees with the contractor to include any fees payable to DOP. This is at the client agency's own discretion.</i> The previous administrative fee of a flat 6% rate (on the total work order) payable to DOP has been reduced. New fees are based on the amount of the work order. See below.

Administrative fees payable to DOP - Effective July 1, 2009

Initial Referral	\$250
Total work order value under \$5,000	No additional charge
Total work order value \$5,000 - \$19,999	4.5%
Total work order value \$20,000 or more	5%